



Marine Corps Recruiting Command (G-1)
3280 Russell Road
Quantico, VA 22134

Recruiting Duty Information Guide



A handbook for
Marines and their families
who are assigned to
recruiting and independent duty.



Personal Notes

MCCS-One Source

This handbook is provided to:

- * Better prepare you and if married, your family for recruiting and independent duty
- * Provide you with points of contact
- * Inform you of services available
- * Inform you of the benefits of recruiting duty

If you or your family member have any comments or suggestions about this handbook, please forward them to:

Commanding General
Marine Corps Recruiting Command (G-1)
3280 Russell Road
Quantico, VA 22134-5103



Personal Notes

Spouse Employment

Financial

Relocation Assistance/Standard Installation Topic Exchange System (S.I.T.E.S.)

Life-styles, Insights, Networking, Knowledge and Skills (L.I.N.K.S.)

Records (school, medical, shots, dental)

Religious Support

Congratulations!

You have just taken the first step toward your assignment in the most demanding billet within the Corps, Recruiting Duty. Whether an A or B billet, you will find your tour while assigned to the Marine Corps Recruiting Command to be one of the most rewarding in your career. The Marine Corps is dependent upon us to ensure we have nothing but the highest quality Marines. Finding those high-quality individuals who desire to become Marines -- young men and women of character -- is our job. It is without a doubt, one of the most critical job in the Corps. We are the world's premier recruiting force. We have proven to be consistent and successful. The foundation of that success is based on the face-to-face communication and relationship of trust that develops between recruiter and applicant. This is our hallmark, and it is what we do better than any other recruiting force in the world. We must continue to build an even better Corps and retain our position as the best by being on the cutting edge of recruiting developments, always leading the way, and having fun doing it.



The Marine Corps Recruiting Command

The Command - Headquarters for the Marine Corps Recruiting Command (MCRC) is located at the James Wesley Marsh Manpower Center, Marine Corps Base, Quantico, Virginia. The Commanding General, MCRC, a Major General, has a staff similar to that of any major command to assist in accomplishing the mission of MCRC.



Mission - The mission of MCRC is "to access young men and women to serve as U.S. Marines, and to perform other tasks as directed by the Commandant of the Marine Corps." This mission is carried out through leadership, teamwork, training, hard work, and a winning attitude. Finding high-quality Marines is our job and is, without a doubt, one of the most critical job in the Corps. All Marines should understand the vital importance of recruiting and seek to serve in the most demanding billets building our future Corps. This handbook will assist you in understanding the challenges of being part of our winning team.

Organization - Within the MCRC, there are two recruiting regional headquarters - the Eastern Recruiting Region located at Marine Corps Recruit Depot, Parris Island, SC and the Western Recruiting Region located at Marine Corps Recruit Depot, San Diego, CA. There are six Marine Corps Districts -- three per region -- and 48 Recruiting Stations (RSs) -- approximately eight per district. Each RS contains Recruiting Sub-Stations, Permanent Contact Stations, and Officer Selection Offices. Assignments to any of these units are made upon successful completion of recruiters school in the case of canvassing recruiters. Headquarters Marine Corps (HQMC) Manpower Management Enlisted Assignments (MMEA) makes direct assignment for support billets such as administration, supply and public affairs.

Personal Notes

Medical

Dental

Housing

Child Care

Legal

Phone Numbers/Addresses

Monitor: Commandant of the Marine Corps (MMEA-8)
3280 Russell Road
Marsh Manpower Center
MCCDC Quantico, VA 22134
Comm: (703) 784-9328 DSN: 278-9328

MCRC Admin: Commanding General, Marine Corps Recruiting
Command (G-1)

3280 Russell Road
Marsh Manpower Center
Quantico, VA 22134
Comm: (703) 784-9429 DSN: 278-9429

District Headquarters:

Commanding Officer First Marine Corps District 605 Stewart Ave Garden City, NY 11530 (516) 228-5652	Commanding Officer Fourth Marine Corps District Bldg 54, Suite 3, PO Box 806 New Cumberland, PA 17072 (717) 770-4524
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Commanding Officer Sixth Marine Corps District PO Box 19201, Bldg 903 Parris Island, SC 29905 843) 525-2726	Commanding Officer Eighth Marine Corps District Bldg 10, NSA New Orleans, LA 70142 (504) 678-2619
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Commanding Officer Ninth Marine Corps District 3805 E. 155 St, Bldg 710 Kansas City, MO 64147 (816) 843-3876	Commanding Officer Twelfth Marine Corps District 3704 Hochmuth Ave San Diego, CA 92140 (619) 542-5557
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Assignment as a recruiter ("B" billet) or support ("A" billet)

- Each Marine selected for independent duty is screened by their Commanding Officer (CO) per MCO 1326.6C. If identified by HQMC to attend recruiters school, Marines are encouraged to make their family members a part of the selection process. Issues such as financial security, family stability, and medical conditions are concerns that should be addressed by your current CO prior to being screened by the HQMC Recruiters Screening Team (HRST). Support personnel (administration, supply, public affairs) must also be screened by their CO, but not by the HRST. Assignment to either an A or B billet is made by HQMC (MMEA). However, if you would like to volunteer, please contact your Administrative Officer for further information.

Once a Marine has been identified, screened, and approved for a recruiting assignment, the Marine will receive orders to Recruiter School located at MCRD San Diego. The school is seven weeks in duration, has six scheduled classes per year, and begins each class with approximately 250 students. RS assignments will be made by representatives of each district during week four of the school. Relocation packages about specific RS's will be provided to the Marine at school in addition to being mailed to family members. Relocation packages to a specific area can be requested via MCCS One Source either by e-mail or phone. From the United States call 1-800-433-6868 and ask for a "Neighborhood Snap Shot". If you are currently outside the United States, call 1-800-237-42374 (call all 5 numbers) or call collect at 484-530-5908. To make a request via email, log on to MCCS One Source at www.mccsonesource.com, click on CONTACT US, then "email" located in the drop down bar. Marines are encouraged to contact the Family Readiness Officer or the Quality of Life Coordinator at each district headquarters for more information regarding their new duty station. Phone numbers to the districts are provided in this handbook.

Challenges and Benefits



Recruiting and Independent duty assignments are extremely challenging. Every Marine Corps District, RS, and Recruiting Sub-Station has a monthly mission. Although the basic mission remains constant, "to access young men and women to serve as U.S. Marines. . ." each differs in how that mission is accomplished. The typical workweek for a canvassing recruiter is 12-hour days Monday-Friday and at least 6 hours on Saturday. Proper planning, organization, and implementation of systematic recruiting are taught at Recruiters School and will assist

the recruiter in proper time management and making mission each and every month. Career Recruiters (8412s), contact teams, and recruiter instructors are assigned to each RS to assist canvassing recruiters in making mission. District, RS, and "A" billet personnel often work the same hours in support of the unit mission.

The individual Marine is our most precious asset. We understand the challenges, sacrifices, and unique needs of our Marines and their families while members of this command. In spite of the fact that we are geographically separated from most military installations, our goal is to achieve a quality of life for our Marines and their families comparable to that of other service men and women. To this end, we have established programs to focus specifically on the needs of our Marines and their families.

Although the challenges are at times difficult, the benefits are many. Meritorious promotion allocations for recruiters have increased. Recruiters of the Year and their spouses from each of the six districts are invited to meet with the Commandant of the Marine Corps and the Commanding General, MCRC at MCRC Headquarters. Special Duty Assignment Pay has increased. A new Military Occupational Specialty (MOS) for Chief Warrant

Eastern Recruiting Region MCRD Parris Island (800) 826-7503
<http://www.parrisland.com>

Western Recruiting Region MCRD San Diego (888) 718-3027
<http://www.mcrdsd.usmc.mil>

Family Readiness Officers and Quality of Life (QOL) Coordinators are located at each of the six district headquarters to facilitate personal and family readiness needs.

MCCS One Source is available to all MCRC Marines and families 24 hours a day, 365 days a year. Access to MCCS One Source is available via the web (www.mccsonesource.com) or by phone (1-800-433-6868).

The District Family Readiness Officer, QOL Coordinators, and the RS Family Readiness Officer will be able to provide assistance in specific local information such as schools, housing, local community programs, Chamber of Commerce, and child care.

Each MCD and RS has an active Key Volunteer Network (KVN). The KVN was established to meet the specific needs of our Marines and their families. Key volunteers promote unit readiness and support the unique requirements of recruiting duty. A member of the KVN is an accessible aid to assist whenever the unexpected may arise. The network assists families by reaching out to family members, providing assistance beyond the formal command structure. Each region, district and recruiting station has established a KVN. If interested, please contact the district Family Readiness Officer or the QOL Coordinator for more information concerning your new duty station.

1st MCD	(800) 660-5213
4th MCD	(800) 811-6104
6th MCD	(877) 824-2914
8th MCD	(800) 858-8762
9th MCD	(800) 335-9623
12th MCD	(800) 967-8762

Marine Corps Community Services Availability

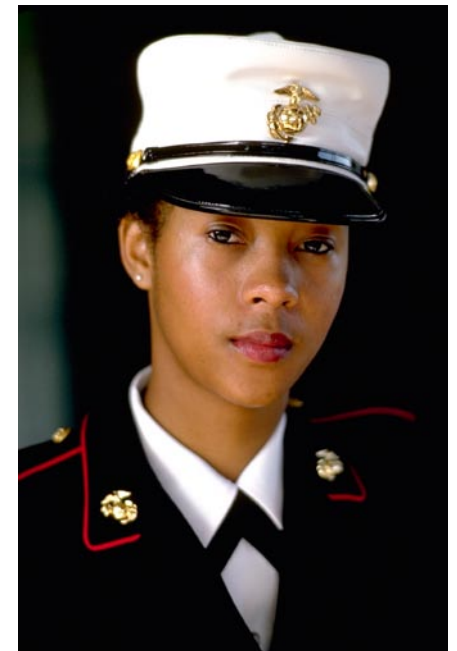
Marines and their families who have been assigned to recruiting/independent duty may be geographically separated from major military installations. Therefore, it is recommended that prior to detachment from the present command, Marines and if applicable, their family members, complete the following items:

- Verify DEERS enrollment and ensure identification cards are current
- Visit your current MCCA
- Complete all medical and dental work (to include family members)
- Prepare will and power of attorney at base legal
- Enroll in a financial fitness/budget class at your current MCCA
- Consult TRICARE representative for TRICARE Prime
- Remote (TPR) information. Do not disenroll from your current TRICARE region until you have checked in to your district/RS.
- Consider spouse enrollment in Marine Corps Family Team Building such as L.I.N.K.S. (Lifestyles, Insights, Networking, Knowledge, Skills.) or SLS (Spouse Leadership Seminar).
- Have spouse complete a resume and job skills assessment at your MCCA
- Consider attending a CREDO (Chaplain's Religious
- Enrichment Development Opportunity Retreat) and PREP (Prevention and Relationship Enhancement Program).

Services that are normally found on a major installation such as the exchange, commissary, medical clinic, and MCCA may not be directly available while serving with the MCRC. The primary source for personal and family readiness programs such as Information and Referral, Family Advocacy, Outreach, Family Member Employment Assistance, Consumer Affairs and Financial Assistance, Emergency Relief, Transition Assistance, Family Readiness Support, Relocation Assistance, TRICARE PRIME REMOTE and dental programs for Marines and their families assigned to MCRC, is the MCCA located at each recruiting regional headquarters (MCRD). Toll free numbers are:

Officers has been created to allow for career progression within the recruiting service. A chaplain network has been created to address the unique morale and spiritual needs of our Marines and their families. Legal assistance, to include tax preparation, power of attorney, and lease review is available to all our Marines and their families. An agreement between all Services has been reached that allows priority housing assignment for our Marines and their families who are located within 1 hour of a military installation, no matter what the service. Upon completion of a successful tour, Marines may choose their next duty station. A job assistance program has been developed, not only for our departing Marines, but also for any incoming spouse who desires to work within their civilian communities. MCCA One Source is available to all Marines and family members. And finally, we have an established sponsorship/Welcome Aboard program for not only the Marines but for our incoming family members that will make the transition to recruiting duty an enjoyable and positive experience.

We continue to aggressively pursue each viable initiative to improve our Marine's quality of life. We appropriately reward those who are successful in meeting the recruiting challenge.



12th MCD
San Diego, CA

9th MCD
Kansas City, MO

1st MCD
Garden City, NY

8th MCD
New Orleans, LA

6th MCD
Parris Island, SC

4th MCD
New Cumberland, PA

ERR Marine Corps Recruiting Command

WRR

☆ Recruiting Regions (2)
☆ Recruiting Districts (6)
☆ Recruiting Stations (48)

